How to Add/Drop a Class

1) Log on to Self-Service Carolina (my.sc.edu/).

2) Choose Student→Registration→Look Up Classes from the menu:

3) From there make sure you choose the correct term, campus and subject of the class you are looking for.

4) Click “Course Search”.

5) To view class sections, choose View Sections to the right of the desired class.

6) Once you find a class that works in your current schedule write down the CRN (course registration number):

7) Click “Student” to take you back to the main menu.
8) Now you should find the box that says “Registration”:

9) Click on Add or Drop Classes:

10) Find the drop down under “Action” that is associated with the class you would like to drop:
11) Choose “Drop/Delete Web” from the drop-down menu.

12) Further down on the page under “Add Classes Worksheet” type the CRN that you wrote down earlier for the class you wish to enroll in:

13) Click “Submit Changes” at the bottom of the screen.

14) You should see that you have been dropped from the original class and registered for the new class.